

實物捐贈表格 In-kind Donation Form

捐贈者資料 Details of Donor (請以英文填寫 Please fill in the information in English)

☐ 個人 Individual ☐ 校友 Alumni ☐ 職員 Staff ☐ 學生 Student ☐ 其他 Others 畢業年份 Year of graduation: _____ 學系 Department: _____ (只供校友填寫 For alumni only)		☐ 公司 Corporation / 機構 Organisation 名稱 Name: _____ _____	
英文姓名 English Name (Mr/Mrs/Ms/Dr/Prof) (姓氏 Surname)		(名字 First name)	
中文姓名 Chinese Name (先生/太太/女士/博士/教授)			
通訊地址 Correspondence Address			
電話 Tel no.		電郵 Email	

捐贈資料 Donation Information

捐贈項目類別 Type of Donated Items ☐ 古董 Antique ☐ 歷史文物 Historical Relic ☐ 書籍 Book ☐ 畫作 Painting ☐ 雕塑 Sculpture ☐ 電器 Electrical Appliance ☐ 可交易證券 Tradable Financial Securities ☐ 物業 Property ☐ 消耗品 Consumables ☐ 其他 Others _____			
捐贈項目名稱 Name of Donation Item(s)		捐贈項目數量 Quantity of Donation Item(s)	
有關捐贈項目資料 Descriptions of Donation Item(s): 如空位不敷應用, 請另頁詳述。If the space is insufficient, please provide details on a separate sheet.			
有效日期 Expiry Date (如適用 if applicable)		擬棄置日期 Expected Disposal Date (如適用 if applicable)	
估計價值 Estimated Value / 市場價值 Market Value (如有, 請附上估值證明文件 Please provide proof of valuation, if any.):			
捐贈項目之來源 Source of the Donation Items: ☐ 個人收藏 Personal Collection ☐ 公司收藏 Company Collection ☐ 其他 Others _____			
捐贈用途 Donation Purpose (如適用 if applicable) ☐ 沒有指定用途 Non-designated Purpose ☐ 指定用途 Designated Purpose: ☐ 學術用途 Academic Use ☐ 研究用途 Research Use ☐ 其他 Others _____			
預計交付日期 Expected Date of Consignment:			
備註 Remarks:			

收集個人資料聲明 Personal Information Collection Statement

1. 透過此表格所收集的個人資料只作嶺南大學大學發展及校友事務處(本處)處理通訊/本捐贈之用。The purpose of collecting personal data by means of this form is for communications/processing this donation by the Office of Institutional Advancement and Alumni Affairs (OIAAA).

2. 為完成上述目的, 個人資料有可能被轉交予校內其他部門, 以完成所需之行政程序。In order to serve the specified purpose(s), the personal data collected may be transferred to other internal department(s) of the University for administrative purpose(s).

3. 除法例要求, 在未得到閣下同意前, 除上述第二點所指之部門外, 本處並不會將閣下的個人資料向第三方透露。Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to the third parties other than those specified in Point 2.

4. 除另已說明, 所有在此表格內填寫之個人資料是為上述目的而收集。如所提供之資料不完整或不正確, 將導致閣下之捐贈或有關事宜被延遲處理或視作無效。Unless indicated, otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the processing of your donation or the matter will be delayed or void.

5. 為了令閣下能與嶺大緊密聯繫, 本處將透過不同溝通渠道, 包括郵寄、電子郵件、電話或短訊, 以發送大學資訊, 包括大學最新的發展、校友活動、刊物、優惠及服務、募捐活動、開辦之課程等。OIAAA will deliver information including news of the University, alumni activities, publications, benefits and services, giving initiatives, courses and programmes, etc. to you through different channels, such as direct mail, email, telephone, SMS as to facilitate you to stay connected with the University.

6. 根據《個人資料(私隱)條例》, 資料提供者有權要求查閱及更改其個人資料。如需查閱個人資料, 請電郵至 DPO@LN.edu.hk 聯絡嶺南大學個人資料保障主任。如要更改/更新個人資料, 請電郵至 iad@LN.edu.hk, 以書面形式向本處提出。如閣下不欲接收任何關於大學及校友的資訊, 請在以下方格內加上剔號, 並電郵至 iad@LN.edu.hk 與本處聯絡。As a data subject, you have the right to request access and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact us at iad@LN.edu.hk. If you do not wish to receive our information, please indicate your wish in the below tick box and contact us at iad@LN.edu.hk.

☐ 本人不同意 貴處使用本人的個人資料以作發放嶺大資訊和推廣之用。
 I do not agree to the use of my personal data by OIAAA for the University's information dissemination and promotional purposes.

捐贈人/授權人簽署 Donor/Authorised Personnel's Signature _____ 日期 Date _____

For Internal Office Use Only		
Donation Form Received Date: _____	Donation Items Received Date: _____	Office Chop
Dimension of the Donation Item(s): _____		
Received by: (Print Name and Title) _____ (Office) _____		
In the custody of (Office) _____ on (Date) _____		
OIAAA Item Code: _____		

☒ 請在適當之格內加上剔號 Please tick the appropriate boxes